

TITLE, SERIES, GRADE: Administrative Clerk (OA), GS-303-06

SALARY RANGE: \$30,731.00 - \$39,951.00 (Includes Locality Pay)

TYPE OF APPOINTMENT: Permanent, Full-time

PROMOTION POTENTIAL: None

VACANCY ANNOUNCEMENT NUMBER: 06-MDAL-01

OPENING DATE: 10-19-2005 **CLOSING DATE:** 11-02-2005

DUTY LOCATION(S): United States Attorney's Office, Middle District of Alabama,
Montgomery, Alabama

NUMBER OF VACANCIES: One (1) Position

CONTACT: Retta C. Goss, Administrative Officer
Phone Number: 334-223-7280 Ext. 151

Send your application package to: U. S. Attorney's Office, Middle District of Alabama
One Court Square, Suite 201
Montgomery, Alabama 36104
Attention: Retta C. Goss, Administrative Officer

Applications must be received or post marked by the closing date no later than 5:00 p.m. CST. Applications submitted using government postage or internal Federal government mail systems, facsimile or email will not be considered.

WHO MAY APPLY: Any U.S. Citizen, including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: Incumbent provides a variety of clerical, technical, and administrative support assistance services in the Administrative Division working directly for the Administrative Officer.

Administrative: Assists the District Training Officer in monitoring and tracking training announcements and nominations; maintains training profiles on each employee. Assist in preparing time and attendance, recording, transmitting and auditing time and attendance data for all office staff. Maintains a knowledge of DOJ, OPM, and district policies, rules and regulations relating to leave administration and enters data into the DOJ System for Time and Attendance Reporting (STAR). Serves as back-up to the receptionist. Receives telephone calls and visitors to the U.S. Attorney's Office, controlling visitor access, ensuring that all policies and procedures relating to office security are followed, and ensuring that only visitors who are properly cleared are authorized entry. Maintains up-to-date telephone and address listings and records and maintains telephone recording equipment.

Budget: Obliges travel vouchers and authorizations in the Financial Management Information System (FMIS), decreases and increases original funding as necessary. Assist Budget Officer in entering data and preparing reports to ensure status of funds, expenses and obligations.

Property and inventory management: Assist the Administrative Officer in the area of excess property and office inventory of furniture and equipment. Maintains property inventory and assist Administrative Officer in disposing of excess property.

Procurement: Assist Contracting Officer in ordering supplies, furniture and equipment. Incumbent will be required to receive training to obtain delegated procurement authority for purchases using the government credit card.

Performs other duties as assigned.

NOTE: This position requires some lifting and carrying of packages, pouches, or boxes weighing up to 50 pounds and occasional lifting and carrying of heavier materials.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

To be qualified, you must type at least 40 words per minute and include your typing speed in your application.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

A. Knowledge of budget and financial management practices, procedures and policies to enter, track and control budgetary data and to prepare a variety of financial reports.

B. Knowledge of the capabilities, operating characteristics, and advanced functions of one or more types of office automation software, e.g. database, spreadsheet, and/or word processing. Knowledge of the similarities, differences and procedural steps and processes to integrate two or more of these software types.

C. Knowledge of policies, procedures and operations relating to time and attendance reporting, employee training and property management.

D. Ability to communicate orally.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If this position is advertised at more than one grade, indicate the grade level(s) for which they are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period is required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the

direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.